



## **SECRETARY SENIOR, PROGRAM OPERATIONS**

### **Aquatic Resources Division**

**Recruitment # 2007-01-5286**

#### **AGENCY MISSION AND CHALLENGE:**

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at [www.dnr.wa.gov](http://www.dnr.wa.gov)

#### **Job Classification:**

Secretary Senior

#### **Type of Position:**

This is a permanent position.

This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

#### **Monthly Salary Range:**

\$2,153- \$2,712

#### **Benefits Package:**

Health and dental insurance, retirement pension, vacation, sick leave and holidays

#### **Posting Date:**

January 5, 2007

#### **Closing Date:**

January 19, 2007

#### **Location:**

Olympia, WA

#### **POSITION PROFILE**

This position provides secretarial services and assistance to a professional and technical staff of 18-22 in five separate programs, namely the Aquatic Invasive Species Management Program, Derelict Vessel Removal Program (DVRP), Dredged Materials Management Program (DMMP), Ports Management Program and Shellfish (geoduck) Program. The position performs data entry tasks and proofreading, formatting and editing tasks. The position inputs data from numerous sources and maintains databases and reports. It drafts contractual agreements for staff. It organizes and supports geoduck auctions. Secretarial duties include word processing tasks, making travel arrangements, scheduling meetings, taking notes and transcribing minutes, screening calls and visitors, preparing mailings, and keeping Assistant Division Manager's and staff members' calendars and committing their time. It also provides back up and coverage for the Aquatic Resources Division's front desk. Position prioritizes, schedules, and tracks work requests generated by office staff and supervisor.

DNR's Aquatic Resources Program website can be found at: <http://www.dnr.wa.gov/htdocs/aqr/>

#### **REQUIRED POSITION QUALIFICATIONS**

- High School graduation, or GED, and two years of office experience performing demonstrable regular duties with Microsoft Access, Excel and Word software programs;
- Ability to acquire and maintain a Notary Public certification.

#### **DESIRED POSITION QUALIFICATIONS**

- Effective written and oral communication skills;
- Ability to use multi-line phones to answer and transfer calls;
- Ability to prioritize and multi-task in real time, in a fast-paced work environment;

- Ability to use independent judgment to resolve problems;
- Ability to make decisions in a dynamic and sometimes stressful environment;
- High attention to detail;
- Ability to successfully and effectively communicate with diverse groups and individuals.

## **SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS**

- Must be at least 18 years of age at the time of hire.

## **WHO MAY APPLY**

This recruitment is open to anyone who meets the required qualifications for this position.

## **APPLICATION PROCESS**

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A current resume
- A completed state application – [www.dnr.wa.gov/jobs/stateapp.doc](http://www.dnr.wa.gov/jobs/stateapp.doc)

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

<b>Electronic method preferred</b>	OR other method
<a href="mailto:dnrrecruiting@wadnr.gov">dnrrecruiting@wadnr.gov</a>	Roberta Searles Department of Natural Resources PO BOX 47033 Olympia, WA 98504-7033

**NOTE: Please indicate Secretary Senior, Recruitment # 2007-01-5286 in the subject line of your e-mail.**

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

**For more information about this position, the qualifications or the Department, please feel free to contact Sarah Dzinbal, hiring supervisor, at (360) 902-1584 or [sarah.dzinbal@dnr.wa.gov](mailto:sarah.dzinbal@dnr.wa.gov)**

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